

**CANADIAN SUPERIOR COURT JUDGES ASSOCIATION
TECHNOLOGY COMMITTEE
TERMS OF REFERENCE**

1. PREAMBLE

In these Terms of Reference:

“Association” or “CSCJA” means the Canadian Superior Court Judges’ Association

“Board” means the Board of Directors of the CSCJA

“Chair” means the person or persons appointed to chair or co-chair the Committee

“CJC” means the Canadian Judicial Council

“Committee” means the Technology Committee

“Council” means the Council of the CSCJA

“Executive” means the Executive of the Board

“IT” means information and communication technologies

“NJ” means National Judicial Institute

2. PURPOSE

The Committee shall advise and assist the Association on issues relating to the introduction, use and security of IT for courts and judges.

3. COMPOSITION

The Committee is composed of a minimum of three and a maximum of nine members of the Association, all of whom shall be selected and appointed by the Board. The Board shall appoint the Chair of the Committee from the members appointed to the Committee.

The President, the Past President and the Executive Director of the Association are members of the Committee as a function of their office.

All members of the Committee are voting members except the Executive Director.

4. TERM

Members of the Committee shall be appointed for a term of up to three (3) years. Terms are renewable but no member shall serve more than three consecutive (3) terms.

5. QUORUM

A majority of the voting members of the Committee constitutes a quorum.

6. CHAIR OF THE COMMITTEE

The Chair is responsible for the following:

- a. convening Committee meetings and designating the times and places of such meetings;
- b. developing agendas and related materials for the Committee meetings, with the assistance of CSCJA staff;
- c. ensuring Committee meetings are conducted in an efficient, effective and focused manner;
- d. ensuring the Committee has sufficient information to address agenda items that require decisions;
- e. providing leadership to the Committee and assisting it in the oversight of its responsibilities and compliance with its terms of reference; and
- f. Reporting to the Executive and the Board on the deliberations and recommendations of the Committee.

7. DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

The Committee shall:

- a. advise and assist the Association on issues relating to the introduction, use and security of IT available for use by courts, court officers and judges, including making recommendations related to best practices and impacts on judicial independence;
- b. monitor IT developments and trends to identify opportunities and risks for courts and judges;
- c. work with the courts, the CJC IT Committee, the Canadian Bar Association, law societies and other interested parties in monitoring technological changes that affect society and the judiciary and in recommending guidelines for judges in the adoption and use of existing and developing technologies;

- d. facilitate judicial education, jointly with the NJJ, on issues relating to the impact of IT on court administration and the efficient use of IT by court administrators, court staff and judges. Such education will include at least one substantial conference annually;
- e. monitor benefits realization for IT initiatives to help ensure effective use and prioritization of available funds; and
- f. assume any other related responsibilities assigned to the Committee by the Board or the Executive.

8. MEETINGS

The Committee shall convene at such times and places designated by its Chair or whenever a meeting is requested by a member of the Committee.

Members of the Committee may participate in a meeting of the Committee by means of teleconference or other means of electronic communication permitting all persons participating in the meeting to communicate adequately with each other. A member participating in any meeting by any such means is deemed to be present at the meeting.

In the absence of the Chair, or at the request of the Chair, a meeting shall be chaired by a member designated by the Chair in advance of such meeting or, absent such delegation, by such person as may be agreed at the meeting.

9. DECISION-MAKING

The Committee shall make all reasonable efforts to render decisions on a consensus basis. Where a consensus cannot be reached, decisions shall be taken by majority vote. If there is a tie vote at the Committee, the matter shall be forwarded to the Board for debate and resolution.

10. MINUTES

Considering the nature of the Committee's mandate and work, minutes of the Committee's meetings are not required but may be taken at the direction of the Chair. Any minutes taken will be made available to the Board once approved by the Committee.

11. ACCOUNTABILITY

The Committee will be accountable to the Board through the Chair of the Committee.

12. RESOURCES

The Committee shall receive financial and administrative resources to fulfill its mandate as approved by the Board.

If and when considered necessary by the Chair for achieving the Committee's mandate, the Committee may establish one or more subcommittees or task groups with specific mandates and timelines, and appoint thereto members of the Association.

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